

Administrative
Services
Letter

09-12
Employee Assistance
Program



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	09-12
Distribution	All Employees	Date Issued	October 6, 2009
Subject	Employee Assistance Program	Expires	When Canceled
Guide Section	Management Services	Reference	Executive Order B 96-82 Cancels ASL 07-04

The State of California [Employee Assistance Program \(EAP\)](#) is a confidential counseling and personal assistance program administered by Managed Health Network (MHN) under contract with Department of Personnel Administration. This program is provided as part of the State's commitment to promoting employee health and well being. EAP services are offered at no charge to active State employees, their spouse or registered domestic partner, and unmarried dependent children. EAP provides a valuable resource of support and information during difficult times, as well as consultation on day-to-day concerns. Some of the benefits offered include:

Clinical Counseling for

- Alcohol abuse
- Drug Abuse
- Marital and family issues
- Emotional, personal and stress concerns

Work and Life Services for

- Child and Elder Care Assistance
- Financial Issues
- Federal Tax Assistance
- Pre-Retirement Planning
- Organizing Life's Affairs
- Legal Services
- Concierge Services

This program is also an important tool for supervisors and managers and offers assistance with addressing and resolving employee issues, maintaining productivity, and contributing to a positive workplace.

EAP is a service designed to help you manage life's challenges. Counselors and professionals, including psychologists, marriage and family counselors, financial advisors, enrolled IRS agents, and lawyers provide EAP services through the Managed Health Network. For more information about your EAP program please visit <http://www.arb.ca.gov/personnel/benefits/eap.htm>. To schedule an appointment with an EAP representative call (866) EAP-4SOC or (866) 327-4762. For TDD assistance, call (800) 327-0801.

Questions regarding the Employee Assistance Program should be directed to the Employee Assistance Program Coordinator at (916) 323-4916.